



Finance Department

Date: June 15, 2016
To: Department Heads
From: Debbie Cerrato
CC: Katie Martin
RE: Time Sheets

Payroll for the following groups are processed on a bi-weekly schedule. The groups are Executive Group, Police, Dispatchers, Ambulance, Fire Department Union, Highway Department Union, Library Union, Town Hall Union, WPCA Union. Time sheets should be submitted by Monday (or Tuesday if Monday is a holiday) by 10:00 a.m., according to the attached schedule.

If there are any problems please call 860-668-3851.

Payroll Schedule Fiscal Year 2016/2017

<u>Time Sheets Due:</u>	<u>Week Ending Periods</u>		<u>Checks Issued:</u>
07/18/2016	07/10/2016	07/17/2016	07/21/2016
08/01/2016	07/24/2016	07/31/2016	08/04/2016
08/15/2016	08/07/2016	08/14/2016	08/18/2016
08/29/2016	08/21/2016	08/28/2016	09/01/2016
09/12/2016	09/04/2016	09/11/2016	09/15/2016
09/26/2016	09/18/2016	09/25/2016	09/29/2016
10/11/2016*	10/02/2016	10/09/2016	10/13/2016
10/24/2016	10/16/2016	10/23/2016	10/27/2016
11/07/2016	10/30/2016	11/06/2016	11/10/2016
11/21/2016	11/13/2016	11/20/2016	11/23/2016
12/05/2016	11/27/2016	12/04/2016	12/08/2016
12/19/2016	12/11/2016	12/18/2016	12/22/2016
01/03/2017*	12/25/2016	01/01/2017	01/05/2017
01/17/2017*	01/08/2017	01/15/2017	01/19/2017
01/30/2017	01/22/2017	01/29/2017	02/02/2017
02/13/2017	02/05/2017	02/12/2017	02/16/2017
02/27/2017	02/19/2017	02/26/2017	03/02/2017
03/13/2017	03/05/2017	03/12/2017	03/16/2017
03/27/2017	03/19/2017	03/26/2017	03/30/2017
04/10/2017	04/02/2017	04/09/2017	04/13/2017
04/24/2017	04/16/2017	04/23/2017	04/27/2017
05/08/2017	04/30/2017	05/07/2017	05/11/2017
05/22/2017	05/14/2017	05/21/2017	05/25/2017
06/05/2017	05/28/2017	06/04/2017	06/08/2017
06/19/2017	06/11/2017	06/18/2017	06/22/2017
07/03/2017	06/25/2017	07/02/2017	07/06/2017

*Holiday observed on Monday may delay paycheck issuance until Friday